



MyNAEP Step-By-Step Instructions

Identify Newly Enrolled Students (Task 7)

To ensure NAEP is statistically valid, all students in the target grade must have an opportunity to be selected for NAEP. A list of students was submitted in November and from this list NAEP selected students for the assessment. However, any students who have enrolled since November or were mistakenly left off the original list have not had an opportunity to be selected. To identify students who were not included on the original student list, NAEP collects a list of currently enrolled students in January. The Office of Public Instruction will upload a January current list of students in the NAEP sampled grade during the first week of January. It is important that you verify the list of students submitted with your school's records to ensure all currently enrolled students are reflected and any necessary changes are included.

Complete the following:



Estimated time to complete varies based on the following information but is NOT expected to exceed 30 minutes.

Note: this estimated time assumes a basic level of preparedness of the School Coordinator and a student list of roughly 50 students.



Obtain the following information to complete Task 7.

- List of currently enrolled students in the NAEP sampled grade.
- The list should include the following:
 - ☐ First name
 - ☐ Last name
 - ☐ Middle name
 - ☐ Month of Birth
 - ☐ Year of Birth
 - ☐ State Student ID

- 1) Under the **Prepare for Assessment** tab, select **Identify Newly Enrolled Students** (Fig. 1).
- 2) Watch the tutorial video.

- 3) **Optional:** To designate another school staff person to complete this section, select the **Give Access to Student Data Specialist** link. Enter the name and email address for the data specialist, and select the **Send Email** button. A registration email will be sent to the specialist (Fig.1).

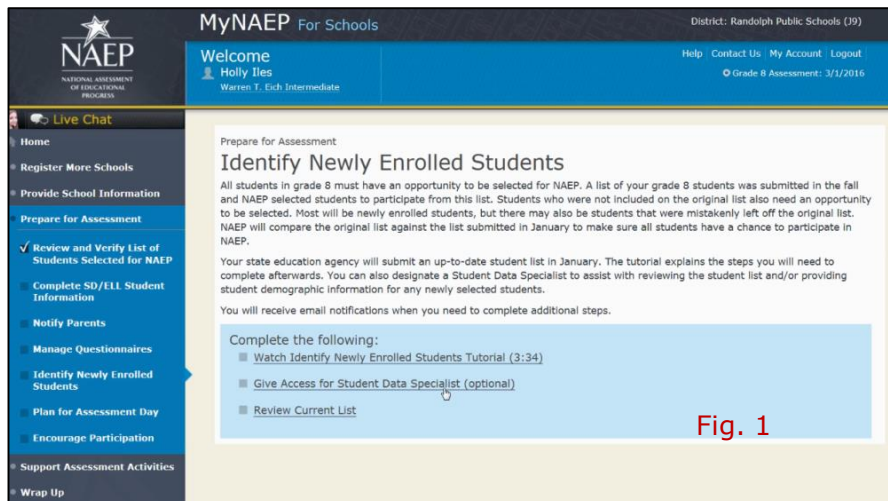


Fig. 1

- 4) In Montana, the Office of Public Instruction has submitted a list of currently enrolled students in the target grade for your school. It is possible that some students could be accidentally left off the list.
- 5) Select the **Review Current List** link. You need to carefully review this list against your school records **and manually add any missing students** (Fig. 2). Verify the accuracy of the following information for each student:
- ☐ First name
 - ☐ Last name
 - ☐ Middle name
 - ☐ Month of Birth
 - ☐ Year of Birth
 - ☐ State Student ID

• Review the list for accuracy.
• Select the Add Student button to add any currently enrolled grade 8 students not on the list.
• You will be able to identify students that cannot participate in NAEP at a later time.

StudentID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
	ANDREW		ABREU	03	2001
	MARGOT		ABREU	12	2001
	ANDREW		ACOSTA	09	2001
	GABRIELLE		ACOSTA	09	2001
	ZELLA		ACOSTA	01	2001
	BRENDA		ACOSTA HERNANDEZ	03	2001
	HUNTER		ACOSTA-STOGNER	07	2001
	JACK		ADAMS	05	2001
	BETHANY		AGUILAR	10	2001
	JOSEPH		AGUILAR	04	2001
	AMIR		AGUILAR DEL REAL	07	2001
	HAYLEY		AGUIRRE MORALES	09	2001
	MONAE		AGUNDIZ-FERRETIZ	12	2001

The table below shows newly added students:

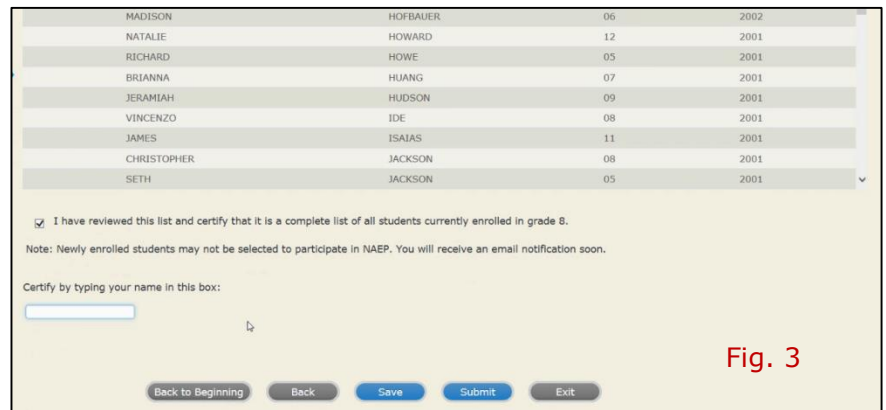
Edit	Delete	StudentID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Beatrix		Potter	05	2001

Print report Add Student Continue Exit

Fig. 2

- 7) If the list is accurate but missing a student, select the **Add Student** button to enter information for any missing students (Fig. 2).
- 8) You do not need to delete students who have withdrawn from your school. You only need to add missing students. If withdrawn students are selected for the assessment, you will have an opportunity later on to code them as **"Withdrawn"**.

- 9) After making sure the current list of students includes all eligible students in the NAEP sampled grade, **certify** that the list is accurate by typing your name in the box (Fig. 3).



MADISON	HOFBAUER	06	2002
NATALIE	HOWARD	12	2001
RICHARD	HOWE	05	2001
BRIANNA	HUANG	07	2001
JERAMIAH	HUDSON	09	2001
VINCENZO	IDE	08	2001
JAMES	ISAIAS	11	2001
CHRISTOPHER	JACKSON	08	2001
SETH	JACKSON	05	2001

☒ I have reviewed this list and certify that it is a complete list of all students currently enrolled in grade 8.

Note: Newly enrolled students may not be selected to participate in NAEP. You will receive an email notification soon.

Certify by typing your name in this box:

Back to Beginning Back Save Submit Exit

Fig. 3

Note: your list submission will be considered *final* once you select **Submit**. Review your list carefully before finalizing as you will no longer be able to access this section of MyNAEP once you select **Submit**. If revisions are necessary after you have certified the list as final, you will need to contact your NAEP Field Representative to make changes.

- 10) You will receive an email confirming whether new students have been added to the NAEP sample or not. If new students have been added, 3 new links for updating student information will appear (Fig. 4).



Complete the following:

☒ [Watch Identify Newly Enrolled Students Tutorial \(3:34\)](#)

☒ [Give Access for Student Data Specialist \(optional\)](#)

☒ [Review Current List](#)

☐ [Provide Demographic Data for Newly Selected Students](#)

☐ [Complete SD/ELL Information for Newly Selected Students](#)

☐ [Notify Parents of Newly Selected Students](#)

Fig. 4

- 11) If new students are added, you will need to:

- ☐ provide demographic data,
- ☐ complete SD/ELL student information, and
- ☐ notify parents/guardians that their child has been selected for NAEP.

If you need help during this process, please don't hesitate to contact:

Ashley McGrath
NAEP State Coordinator
406.444.3450
amcgrath@mt.gov.

NAEP Help Desk
1.800.283.6237
naephelp@westat.com.

**Thank you for your timely completion of the 7th NAEP
2016 School Coordinator Task!**